

West Virginia University Airplane Reservation Form

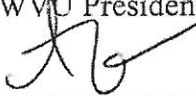
1. General business purpose for trip: WVU trip to the Middle East
2. Department contact/ phone number: Amy 3-8763
3. Destination airport (if known): Dulles
4. Destination address: Dulles airport

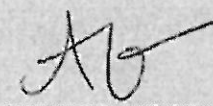
Leg:	Trip date:	Departure City:	Departure Time:	Arrival City:
1	10/22/2016	MGW		IAD
2	10/28/2016	IAD		MGW
3				
4				

	Name	Cell number	Department	VP Division	Business Justification	Code
1	Gordon Gee		WVU President	President's Office	Travel to and from Washington, DC for commercial connecting flights for WVU trip to the Middle East. Trip includes meetings with the Minister of Energy, visits to the Royal University for Women (including a private meeting with RUW president), meeting with the General Secretary of the Higher Education Council, Meeting w/ the Deputy Prime Minister in charge of Education and the Royal University for Woman Board of Trustees.	4
2	Tom Flaherty		WVU Board of Governors Chairman	President's Office		
3	Robin Yorty		Liaison to the President	President's Office		
4	Radhey Sharma		AVP for Global Strategies and International Affairs	Academic Affairs		

5. Lead passenger name / cell number: Gee- on file
6. Ground transportation:
 No ground transportation required.
 I prefer to set up my own ground transportation.
 I prefer to have LJ Aviation set up ground transportation. Details: _____

7. Catering:
 No catering required.
 Catering is required. Details: _____

8. Signature of WVU President, Vice President, Chancellor or designee:
  Printed: Amy Garbrick Date: 10/19/16

For internal use:	
9. Approved by WVU President's Office: 	Date sent to LJ Aviation: <u>10/19/16</u>
Printed name: <u>Amy Garbrick</u>	Updated: 12/29/2014